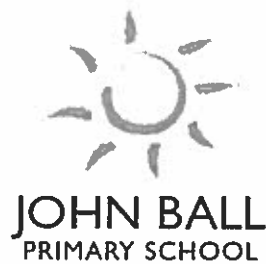


THE GOVERNING BODY OF JOHN BALL SCHOOL



Minutes of the John Ball School governing body meeting held on Monday 30 January 2017 at 7PM.

Present

Vanessa Amuah
Rachel Austin
Ian Blight
Steven Cummins
Matthew Fields
Beverley Hards
Sandrine Marionvalle-Jaines
Catherine Mulcahy
Dame Erica Pienaar (Chair)
Michael Roach (Headteacher)
David Roderick
Linda Yue (Vice Chair)

Also present

Leona Eley (Clerk)
Julia McCrossen (Deputy Headteacher)

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies were received from Angela East, Tom Weddell, Jarlath Pratt and accepted.

There were no declarations of interest.

2. MINUTES OF THE LAST MEETING HELD ON 11 OCTOBER 2016

Governors had received the minutes from the governing body meeting held on 11 October 2016.

It was **RESOLVED** to approve the minutes of the meeting held on 11 October 2016 and to sign these as a true record of the meeting.

3. MATTERS ARISING

It was noted that all actions from 11 October 2016 were either complete or listed in the agenda.

4. TO AGREE THE BUSINESS FOR THE MEETING

The business for the meeting was agreed as set out in the agenda.

5. TO ELECT A VICE CHAIR FOR 2017

The Chair advised governors that Linda Yue had agreed to serve out the rest of the 2016/17 academic year as vice chair. Ms Yue would not serve as vice chair beyond summer 2017.

Ms Yue left the room whilst her appointment was being considered.

It was **RESOLVED** to appoint Ms Yue as vice chair of the governing body until the end of the summer term 2017.

6. GOVERNING BODY MATTERS

(a) Co-opted governor vacancies

The Chair reported that Cassey Kiely had resigned from the governing body. Ms Kiely is expecting her first child and governors congratulated her and wished her all the best.

There are now two vacancies on the governing body for co-opted governors.

It was **RESOLVED** that the Headteacher would advise staff that there was a vacancy on the governing body for a staff member to be co-opted. If more than one expression of interest is received, then a staff election would be held to select a candidate.

The other remaining co-opted governor vacancy would be considered at the next governing body meeting in April 2017.

Action: Clerk to list

7. LEADERSHIP REPORT

Governors had been sent a comprehensive report from the Headteacher. Governors considered the information provided.

(a) School roll

In spring 2017 the school roll stood at 581 children.

(b) Attendance and punctuality

An updated version of the Headteacher's report was tabled at the meeting and it contained updated information on attendance from Debbie Parish. Governors reviewed this information. There had been a lot of illness in school which had affected attendance overall. For one family with very persistent absence, a fixed penalty notice had been issued.

(c) SEN

The Headteacher noted that John Ball is proving to be an attractive option for parents with children who have special educational needs. In spring 2017 there were 50 children with SEN support and five children with education healthcare plans. Six children have statements.

(d) Finance update

The finance update is provided in the minutes under the C & F committee update.

Mr Blight commented that the £15K saving from re-negotiating the photocopier contract is substantial.

(e) Premises update

It was noted that the kitchen rating had been downgraded from a 5 rating to a 1 rating after mouse droppings had been found. Measures had been and will be taken to address this and it was expected that the kitchen rating would soon improve. There had been a number of changes in personnel at Chartwells, who managed and ran the kitchen at John Ball. The Headteacher had spoken with Chartwells on a number of occasions about the service they provide at John Ball.

Linda Yue asked about the concrete stairs which are showing cracks?

The response was that cracks in the concrete stairs are being made good as a temporary measure. Replacing the stairs completely is likely to take place in summer 2017.

(f) Staffing update

Governors received this in the Headteacher's report. There were no further questions.

(g) Findings from the staff survey

Governors had been sent the findings from the staff survey undertaken in summer 2016.

Ian Blight commented that the response rate from staff was low?

The response was that staff had been given every encouragement to fill in the survey on several occasions and given time to do so. However, despite this, response rates remained low. However, the low response rate should not be taken by governors as a measure of staff dissatisfaction.

Support staff are most likely to disagree with the statement, "I have good opportunities to take part in continuing professional development". The Headteacher said that in response to this questionnaire a new weekly briefing meeting for support staff had been introduced alongside the existing one for teachers. Not all Support staff were attending but the offer of this level of communication was there. The Headteacher would continue to engage the staff team at John Ball in a variety of ways, including through briefings and team talks.

Governors appreciated staff feedback and hoped in the future, more responses might be received.

(h) John Ball School's approach to teaching British Values

Governors received a link to the John Ball School's approach to teaching British Values. There were no further comments.

(i) John Ball Music Audit

The report had been written by Stephen Mitchell, John Ball's music lead. Stephen could provide governors with more information about a music action plan in due course.

(j) Changes to Nursery funding and John Ball's response

Governors received information about the proposed Government changes to nursery funding starting in September 2017. Under the proposal, working parents of 3 – 4 year olds will be eligible for 30 hours of childcare per week during term time. Schools with nurseries are being asked to consider their response to this new initiative. School nurseries did not have to offer the 30 hours. It was noted that Julie Joyce is on the working group set up by Lewisham to consider the issue.

The Headteacher said that the school is considering how to respond to the 30 hours entitlement and how it could make John Ball's sessional care more attractive to parents. A fuller proposal would be brought to governors for consideration in April.

Action: Clerk to note

(k) John Ball's Raise Online Inspection Dashboard and summary

Governors had received the Raise Online Inspection Dashboard and Summary for John Ball. It was noted that the format was new for this year. Governors had considered the data and there were no further questions.

(l) Local authority school achievement review (December 2016)

Ian Blight commented that it was clear that the areas that the SAR had highlighted as areas for development were the right ones.

Rachel Austin asked, is year 5 a year group of concern?

The response was that year 5 had a bulge class and one class in particular in the year 5 cohort had a higher level of need. Additional staff had been drafted in to assist with this class. Gaps in knowledge are being identified and filled.

One child had been moved to another year 5 class. One child had a managed move to another school. This is helping with behaviour.

The leadership team is already thinking ahead to the year 6 team for next year. Attainment in the 2016/17 academic year is expected to be increase on the 15/16 outcomes. Attainment in the 2017/18 academic year is expected to dip back at expected but not at greater depth.

(m) IQM COE report

Governors had received the IQM Centre of Excellence report. There were no further questions.

8. PUPIL PREMIUM & SPORTS GRANT

(a) Plan for spending pupil premium funding – including discussion re incentivisation

Governors had received the plan for spending pupil premium funding at John Ball. This information is also available on the school website.

It was noted that the Higher Level Teaching Assistant employed to work with pupil premium children is now back in class. Other staff are picking up these stands of work.

A discussion regarding incentivising parents to claim for the pupil premium funding is included under item 9 (a) below.

(b) Use of sports grant funding

Governors had received information about the use of sports grant funding. Anna Townsend had returned to lead PE. There were no further questions on this.

9. UPDATES FROM THE COMMITTEES AND WORKING GROUPS

(a) Coordinating and Finance Committee – including discussion re school fund covenanting

A meeting of the C & F committee had taken place on 9 January 2017.

Finance and the budget had been carefully considered at the meeting. Dame Erica advised governors that there would be a carry forward of around £20,000 this year. There had been a number of budget pressures exerted, including a reduction of SEND funding as a result of a Greenwich local authority decision to claw back £6K for Greenwich SEND pupils.

Dame Erica reported that it was down to extremely careful budget management that the school is looking at a £20K carry forward. The school leadership and Julie Joyce were thanked for their hard work.

It was noted that the 2017/18 academic year and particularly the years following it would become increasingly challenging financially. A £12K funding gap between income and expenditure is anticipated in 2017/18. This came as a result of increasing costs, inflation, expected changes to the national Funding Formula and increases to teachers' pension contributions. An Apprenticeship Levy is also due to impact on school income. (This would not affect schools with academy status who are their own budget holders). Overall cost pressures are expected to be in the region of 8% to 11% over the next three years.

It was noted that an anonymous donation of £20K had been made to the Friends of John Ball. This money would be allocated to IT hardware upgrades. Further donations from this source could be expected.

Dame Erica said that the C & F committee had considered the acceptability of asking parents to make a financial contribution annually to the Friends of John Ball. Governors felt that as long as it was made clear that this contribution was voluntary, then a letter could be sent out to this effect.

Dame Erica said that the C & F Committee had considered options designed to encourage parents to sign up for pupil premium funding. At the moment, parents in the infant school years, (Reception and Years 1 and 2) are disincentivised to submit a claim for pupil premium funding because their child receives a free school meal as part of the universal infant meals programme. Some parents may not wish to claim due to embarrassment or may be unaware of the benefits that the pupil premium funding can deliver for their child and the school. The funding is worth £1,300 per child for a period of six years. Governors discussed offering ipads for use in school to children whose parents signed up for pupil premium funding. However, it was collectively felt that this option should not be pursued.

Linda Yue felt that there might be a good way of marketing signing up to pupil premium to parents. Linda suggested that perhaps the request for donations from parents and the issue of pupil premium funding could be contained within one letter. The letter could set out the financial pressures facing the school and suggest options to parents. These could range from;

1. Make a donation
2. Apply for pupil premium if eligible
3. Volunteer your time

This approach was welcomed and it was agreed to consider the issue again within C & F and draft a letter to all parents.

Action: Dame Erica to note as Chair of C & F

(b) Personnel Committee

The Personnel committee had met on 20 October 2016. Ms Yue updated governors. A staff absence policy and revised Lewisham model capability and disciplinary policies had been approved. The clerk would note and update the policy schedule.

Action: Clerk

Minutes of the Pay Committee that had taken place on 20 October 2016 would be presented for signing by the clerk to Dame Erica.

Action: Clerk to arrange

The Personnel committee would next meet in April 2017 to consider staffing in relation to the budget.

10. SAFEGUARDING and HEALTH AND SAFETY UPDATE

The Headteacher had responded comprehensively to a series of questions that had been generated by Natasha Orumbie, Lewisham's Safeguarding Co Ordinator. Governors received the responses as part of the Headteacher's report.

(a) Matthew Fields to give a termly update on the single central record

It was reported that the single central record had been reviewed by Matthew Fields and there were no significant gaps. A further review would take place in March 2017.

Action: Clerk to note

It was noted that staff HR files had been reviewed and checks had been done to ensure that all staff had two references. A report on the safeguarding audit would be considered by governors at the July 2017 meeting.

Action: Clerk to note

(b) Governors to sign to say that they have read and understood Keeping Children Safe in Education part 1

The Clerk circulated a sheet for governors to sign to say that they had read and understood part 1 of the Keeping Children Safe in Education guidance.

All governors present signed the sheet.

The Headteacher would ask those not present (Tom Weddell, Angela East and Jarlath Pratt) to add their signatures when they were next able to.

Action: Headteacher

The signed sheet would be kept in the school office for future inspection.

(c) To report on any safeguarding training undertaken by governors or staff

The Headteacher reported that Andrew Hall, a safeguarding consultant, had run two safeguarding training sessions for staff (including office staff).

The Chair reported that governors had received training on female genital mutilation in November 2016 and a letter had also been sent to parents about FGM (which received no replies).

Matthew Fields had attended safeguarding training at Lewisham last term and would be attending safer recruitment training this term.

All volunteers in school had received safeguarding training from the Headteacher.

(d) To report on the Fire Risk Assessment

The fire risk assessment was conducted on 2 November 2016 by Chris Giles from the local authority. Minor amendments were made to the building following this. The fire safety rating for the school has increased.

A fire drill saw the building evacuated in three minutes.

(e) To advise governors on the outcome of the Health and Safety Risk Assessment

The Health and Safety Audit had been conducted and returned to the local authority in time to meet the deadline. Claire Firmin, Health and Safety Consultant, had also undertaken an initial H & S inspection and would return later in the year to conduct a full audit.

11. POLICY APPROVAL

(a) To approve the Information Security policy

Governors had received the policy in advance of the meeting.

Catherine Mulcahy asked, does the school keep a record of paper that it takes out of school premises?

The response was yes, papers were signed in and out and were also transported in a lockable bag.

Catherine Mulcahy asked, what was the protocol for staff changing passwords? There were set protocols for frequency of password changes.

The response was that this was an area that LGFL (the school email provider) was accountable for. Teachers had two email accounts (John Ball and LGFL) but both were linked.

Catherine Mulcahy and the Headteacher would liaise on the area of password security and make any necessary amendments to the Information Security policy. The Headteacher would also look into the security of Class Dojo emails to teachers following a suggestion from Mr Cummins.

Action: Catherine Mulcahy and the Headteacher

It was also noted that there was an unfinished paragraph within the policy. This would be addressed.

With these minor amendments, it was **RESOLVED** to approve the Information Security Policy.

It was confirmed that the school charged £10 for Freedom of Information requests.

(b) To approve the Data Protection policy

Governors had received the policy in advance of the meeting.

It was **RESOLVED** to approve the Data Protection Policy.

(c) To approve the Accessibility Plan

Governors had received the plan in advance of the meeting. It was noted that the recent building work had improved accessibility.

It was **RESOLVED** to approve the Accessibility Plan.

The clerk would update the policy schedule.

Action: Clerk

(d) To approve the Business Continuity Plan

This item would be deferred until the next meeting.

Action: Clerk to list

12. UPDATES ON GOVERNOR TRAINING

Updates on governor training are recorded earlier in these minutes.

The Chair had attended a briefing on Health and Safety.

13. UPDATES ON GOVERNOR VISITS

Governors had received reports from the governors' day held on 9 January 2017.

14. ANY ITEMS FOR INFORMATION

(a) Items from the Governors' Information Pack

Governors were asked to read the spring 2017 governors' information pack which contained a wide range of useful information.

(b) Schools Financial Value Standard

The task of completing the SFVS was delegated to the C & F committee who would complete and return the form to the local authority in time for the deadline of 31 March 2017. Rachel Austin would lead on this.

Action: Rachel Austin / C & F

15. ANY OTHER BUSINESS

There was none.

16. DATES FOR MEETINGS IN 2016/17

The following dates and times for future meetings were noted.

2017	7PM
18-Apr-17	Tuesday
18-Jul-17	Tuesday

Chair Ernst Frensdorff Date 18.04.17